

Subject: Re: Hollywood Media District BID - Provide Contract Section on Delivery & Wet Signature

From: Rita Moreno <rita.moreno@lacity.org>

Date: 11/03/2017 10:20 AM

To: Lisa Schechter <lisa@mediadistrict.org>

CC: Rosemary Hinkson <rosemary.hinkson@lacity.org>, Miranda Paster <miranda.paster@lacity.org>, Jim Omahen <jim@mediadistrict.org>

Lisa,

The original invoice is what has been required and submitted to the Controller. It is my understanding that BIDs will have the option of submitting invoices electronically as we move to a paperless process so the wet signature may no longer be a requirement for payment in the near future.

As you know, the 2018 Annual Planning Report was due on November 1, 2017, per your contract, under section 2.2.A. However, we have given BIDs some flexibility and granted extensions on a case-by-case basis. Please provide me with the projected submission date.

Thank you.

Rita

On Fri, Nov 3, 2017 at 10:02 AM, Lisa Schechter <lisa@mediadistrict.org> wrote:
Dear Rita:

Please advise on the City Contract #C-125070 where it states that the City Clerk requires the "Corporation" to provide a "wet signature" in order to process payment? When referring to section 5 Disbursements - 5.2 The paragraph states the following "Corporation will deliver an invoice to the City Clerk requesting such funds" There is no mention as to what delivery method. Just to let you know, we have and will continue to email our requests and follow up with the original hard copy to the City Clerk in the US Mail. If the City did the same then perhaps we would not be missing over \$150,000 in assessments. There is no excuse for the City Clerk sending it the notification to the wrong email address TWICE! That falls on the responsibility of the Clerk not the Corporation. When I realized that we were missing assessment monies, that is when I questioned your department about it.

I am requesting that you provide the appropriate documentation stating a "wet signature" - I find it interesting that if you sent my notifications by email and followed up with a us mail notification - we would NOT be having this discussion. The same delivery method should be the same for the City as it is for the Contractor.

Let me know

Lisa Schechter

Executive Director
Hollywood Media District BID
[1040 N. Las Palmas Avenue](#)
[Hollywood, CA 90038](#)
[\(323\)860-0025](#) Direct
[\(323\)860-0026](#) Fax

[MediaDistrict.org](#)

From: Rita Moreno <rita.moreno@lacity.org>
Date: Friday, November 3, 2017 at 9:11 AM
To: Lisa Schechter <lisa@mediadistrict.org>, Jim Omahen <jim@mediadistrict.org>
Cc: Rosemary Hinkson <rosemary.hinkson@lacity.org>, Miranda Paster <miranda.paster@lacity.org>
Subject: Re: Hollywood Media District BID Remittance \$150,529.34

Lisa,

As you know, an original "wet" signature is needed to process payments. However, Miranda approved a one-time exemption to this requirement. Both invoices have been processed and submitted to the Controller. We have requested an electronic funds transfer date of November 8.

In the meantime, please provide me with a projected date for the submission of the Hollywood Media District BID's 2018 Annual Planning Report.

Thank you.

Rita

On Thu, Nov 2, 2017 at 12:34 PM, Miranda Paster <miranda.paster@lacity.org> wrote:
Dear Lisa.

We will process the invoices expeditiously. I will ask the estimated time frame and provide it to you.

Thank you.

On Thu, Nov 2, 2017 at 12:31 PM, Lisa Schechter <lisa@mediadistrict.org> wrote:
Dear Miranda:

Please find attached two (2) remittance invoice statements from the Hollywood Media District BID totaling \$150,529.34. **We are requesting that this transfer of fund is expedited in time for our next Finance and Executive meeting on Thursday November 9th.**

Any questions please advise.

Thank you in advance for your cooperation.

Lisa Schechter
Executive Director
Hollywood Media District BID
[1040 N. Las Palmas Avenue](#)
[Hollywood, CA 90038](#)
[\(323\)860-0025](#) Direct
[\(323\)860-0026](#) Fax

[MediaDistrict.org](#)

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Counting my blessings - Sing and be Happy Today!

http://clerk.lacity.org/stellent/groups/departments/@clerk_master_contributor/documents/contributor_web_content/lacityp_026712.png

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Rita Moreno
City of Los Angeles
Office of the City Clerk
Neighborhood and Business Improvement District Division
[200 N. Spring Street, 3rd Floor #395](#)
[Los Angeles, CA 90012](#)
[Office \(213\) 978-1122](#)
Fax [\(213\) 978-1130](#)

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Rita Moreno
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Office of the City Clerk
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